

**To:** Portillos, Christine[Portillos.Christine@epa.gov]  
**From:** Sandoval, Joni  
**Sent:** Fri 8/7/2015 9:51:18 PM  
**Subject:** RE: Urgent - Need to cancel my trip on Sunday

Thanks so much. I'm sorry about that.

**From:** Portillos, Christine  
**Sent:** Friday, August 07, 2015 3:49 PM  
**To:** Sandoval, Joni  
**Subject:** RE: Urgent - Need to cancel my trip on Sunday

Done.....I took care of it. If you booked hotel or car please ensure you cancel the reservations because I didn't see the reservations in Concur.

Thank you

Christine Portillos

U.S. EPA, R8, TMS

Budget and Financial Operations Unit (BFOU)

1595 Wynkoop Street

Denver, CO 80202

(303)312-7284

(303)312-6007 (FAX)

[portillos.christine@epa.gov](mailto:portillos.christine@epa.gov)

**From:** Sandoval, Joni  
**Sent:** Friday, August 07, 2015 3:29 PM  
**To:** Portillos, Christine

**Cc:** Werner, Phillip  
**Subject:** Urgent - Need to cancel my trip on Sunday

Hi Christine –

Due to the Gold King Mine Response I need to cancel my trip on Sunday. I don't have time to do a TRS request right now, can someone help?

**From:** Concur Travel [<mailto:TravelWizard@concursolutions.com>]  
**Sent:** Wednesday, August 05, 2015 11:36 AM  
**To:** Sandoval, Joni; Werner, Phillip  
**Subject:** Concur Itinerary 08/09/2015: TRIP FROM DENVER TO SAN FRANCISCO (J4GMH4)

Trip Name: **Trip from Denver to San Francisco**

Start Date: August 09, 2015

End Date: August 10, 2015

Created: August 05, 2015, PHILLIP WERNER (Modified: August 05, 2015)

Description: (No Description Available)

Trip Purpose: 2-INFORMATIONAL MEETING

Agency Record Locator: J4GMH4

Passengers: Joni M Sandoval

Total Estimated Cost: **\$286.20** USD

**Important: Reservations must be approved and ticketed no later than: 08/08/2015 9:55 PM Eastern**

**The trip will be automatically cancelled if it is not approved before the deadline.**



## Flight Denver, CO (DEN) to San Francisco, CA

**Southwest 2746**

**Departure: 07:00 PM**

**Confirmation: HO2CU2**

**Seat:**No seat assignment

**Status:** Booked directly in Southwest /HO2CU2

Denver Intl Arpt (DEN)

**CBI/Ex. 4**

Duration: 2 hours, 35 minutes

Nonstop

**Arrival: 08:35 PM**

San Francisco Intl Arpt (SFO)

**Additional Details**

Distance: 963 miles

E-Ticket

Emissions: 414.1 lbs CO<sub>2</sub>

Cabin: Gov Contract (Y)



## Flight San Francisco, CA (SFO) to Denver, CO (DEN)

**Southwest 2418**

**Departure: 06:05 PM**

**Confirmation: HO2CU2**

**Seat:**No seat assignment

**Status:** Booked directly in Southwest /HO2CU2

San Francisco Intl Arpt (SFO)

Air Frequent Flyer Number: **CBI/Ex. 4**

Duration: 3 hours, 55 minutes

1 stop

**Arrival: 11:00 PM**

Denver Intl Arpt (DEN)

**Additional Details**

Distance: 963 miles

E-Ticket

Emissions: 414.1 lbs CO<sub>2</sub>

Cabin: Gov Contract Discounted (R)



**Air**

**Airfare quoted amount:\$236.28 USD**

**Taxes and fees: \$49.92 USD**

**Total Estimated Cost: \$286.20 USD**

**TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.**

FOR 24/7 TRAVEL ASSISTANCE PLEASE CONTACT  
THE BCD TRAVEL TEAM AT 1-866-964-1346  
FOR OUTSIDE THE US CALL COLLECT 406-496-9577  
FOR THE HEARING IMPAIRED- PLEASE DIAL 711  
TO ACCESS RELAY SERVICE- PROVIDE PHONE  
NUMBER OF 1-866-964-1346 TO ACCESS TRAVEL  
\*\*\*\*\*

DUE TO RECENT CHANGES IN THE FY15 GOVERNMENT CITY PAIR  
PROGRAM/PPP YOUR AIR RESERVATIONS ARE SUBJECT TO  
CANCELLATION BY THE AIRLINES IF NOT TICKETED AT LEAST  
48 HOURS PRIOR TO SCHEDULED DEPARTURE  
PLEASE ENSURE ALL NECESSARY APPROVALS ARE PROCESSED IN  
ACCORDANCE WITH YOUR AGENCY'S BUSINESS RULES BUT NO LESS  
THAN 3 BUSINESS DAYS PRIOR TO DEPARTURE TO ENSURE TICKETING.  
THIS 48 HOUR CANCELLATION RULE DOES NOT APPLY TO  
INTERNATIONAL RESERVATIONS UNLESS YOUR TRIP HAS DOMESTIC  
CONNECTIONS ON MORE THAN ONE AIRLINE OR THESE  
RESERVATIONS REQUIRE SEPARATE AIR TICKETS.  
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Federal On-Scene Coordinator

U.S. EPA, Region VIII

Emergency Response Program (EPR-ER)

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